

Hall of Records
Commission

FOR RECORDS RETENTION & DISPOSITION
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. **C-76**

PAGE
NO. **1.**

Requesting Agency

TALBOT COUNTY

2. Division or Bureau of Requesting Agency

BOARD OF COUNTY COMMISSIONERS

3. Authorization Requested (Check only one of the squares below).

A
☒ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B
☐ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C
☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. LIST OF DEDUCTIONS

Size: 10" x 14" x 2"

Dates: 1876-1900

Quantity: 1 volume

File Arrangement: Chronological by year, and by name of tax collector

Disposable Amount: Less than $\frac{1}{2}$ cubic foot

The List of Deductions is a record of amounts deducted from tax collectors' accounts with the Board of County Commissioners for insolvent taxpayers, removals, deaths, and errors in collections. Below the names of the tax collectors are listed the districts and names of the taxpayers and the amounts allowed. This material has no further legal or administrative value.

RECOMMENDATION: DESTROY ACCUMULATION.

2. ACCOUNTS WITH COLLECTORS

Size: 8" x 14" x $\frac{1}{2}$ "

Dates: 1876

Quantity: 1 volume

Disposable Amount: Less than $\frac{1}{2}$ cubic foot

This is an incomplete record of Tax Collectors' accounts with the Commissioners in 1876, showing in a few instances the name of the collector, payments made to him and the reason for the payments. It was apparently a temporary record for the use of the Clerk and

APPROVED
HALL OF RECORDS COMMISSION

Agency, Division or Bureau Representative

Oliver F. Smith Pres Comm
Signature Title

April 30, 1957
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3/22/57
Date

Morris S. Radell
Archivist

MAY 28 1957
Date

Metusson
Secretary

REQUEST FOR RECORDS RETENTION FILE
(Continuation Sheet)

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has no further legal or administrative value.

RECOMMENDATION: DESTROY ACCUMULATION

3. ASSESSMENT OF SECURITIES

Dates : 1928-1933, 1936-1937, 1936-1939

Quantity: 2 volumes, 1 file folder of loose forms

File Arrangement: Chronological by year, and by district

Disposable Amount: 1 cubic foot

This material was prepared to facilitate the assessment of intangible personal property such as stocks, bonds, and other interest bearing securities. The bound volumes show, under each district, the name of the taxpayer and the stocks, bonds and other securities owned; in some instances the par-value of the stocks and bonds is given but the records are uneven and amounts of assessments are not shown. The folder contains certification of stocks and bond holdings, prepared by the State Tax Commission for the County Commissioners, listing the name of the taxpayer, address, the name of the security, dividends paid, type of stock, and the number of shares held. These records have no further legal or administrative value.

RECOMMENDATION: DESTROY ACCUMULATION.

4. NAMES OF PERSONS TO BE ASSESSED

Size: 6" x 14" x 1/2"

Dates: 1880

Quantity: 1 volume

Disposable Amount: Less than 1/2 cubic foot

This record is apparently a rough memoranda for the use of the Board of County Commissioners or its clerk as a reminder to reassess certain taxpayers. The record seems to list names of persons who either were not assessed prior to 1880 or who acquired additional assessable property after the last assessment. The name of the taxpayers is shown, the district, the assessable property, and the amount of the assessment. In some instances, dates are recorded which appear to indicate when property was acquired or when the taxpayer entered the district. This record has no further legal or administrative value.

RECOMMENDATION: DESTROY ACCUMULATION.

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HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

MAY 28 1957

SECRETARY

RECORDS FOR RECORDS RETENTION CHISIOLE
(Continuation Sheet)

SCHEDULE NO. C-76

PAGE NO. 3.

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5.	<p><u>APPEALS, TRANSFERS AND ALIENATIONS</u></p> <p>Size: 14" x 18" x 2" Dates: 1844-1849, 1850-1867, 1874-1886 Quantity: 4 volumes File Arrangement: Chronological Disposable Amount: Less than $\frac{1}{2}$ cubic foot</p> <p>These records show the dates of appeals from tax assessments, hearings, names of petitioners and they list the property appealed, amounts of abatements or increases, with space for comment regarding the appeal. This information appears in the Minutes which are permanent records and is posted in the Assessment Books.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>
6.	<p><u>APPEALS SCRATCHER</u></p> <p>Size: 12" x 18" x $\frac{1}{2}$" Dates: 1868-1870 Quantity: 3 volumes File Arrangement: Chronological Disposable Amount: Less than $\frac{1}{2}$ cubic foot</p> <p>The Appeals Scratcher appears to have been used as a temporary docket by the Board of County Commissioners in deciding appeals from tax assessments. The name of the taxpayer is listed under the date of appeal. The action of the Board is briefly noted and, in cases of abatements, justification for the action is stated and the amount of the abatement is shown. This information appears in the Minutes, which are books of permanent record.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
7.	<p><u>LETTER COPY BOOK</u></p> <p>Size: 11" x 8$\frac{1}{2}$" x 1" Dates: 1898-1899 Quantity: 1 volume File Arrangement: Chronological Disposable Amount: Less than $\frac{1}{2}$ cubic foot</p> <p>This record is a copy book collection of miscellaneous Board correspondence with firms and individuals pertaining to matters of assessment and levies. This material has no further legal or administrative value.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	<div data-bbox="1049 1393 1610 1734" style="border: 1px solid black; padding: 5px;"> <p>APPROVED BY BOARD OF PUBLIC WORKS</p> <p>MAY 28 1957</p> <p><i>J. Melus</i> SECRETARY</p> </div>